

## Civil Service, Department of

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### **Mission**

The Department of Civil Service is charged with providing human resource management services to the State and local governments, serving approximately 150,000 State employees and 360,000 local government employees. The Department assists State agencies with workforce recruitment and placement services, administers tests, oversees job classifications, assists municipal agencies with administration, and administers the State's health insurance program.

### **Organization and Staffing**

The agency is organized into the following divisions: Merit and Fitness, Employee Benefits, Classification and Compensation, and Commission Operations and Municipal Assistance.

The New York State Civil Service Commission, a separate entity, is composed of three members: the President of the Commission, who is also the Commissioner of the Department of Civil Service, and two other commissioners. The Commission adopts and modifies rules governing a wide range of State civil service matters.

### **Budget Highlights**

The FY 2024 Executive Budget recommends \$84.8 million (\$40.1 million General Fund; \$41.5 million Internal Service Funds; \$1.2 million Special Revenue Funds-Other; and \$2.0 million for Aid to Localities), an increase of \$13.9 million from FY 2023. The increase includes support in funding and FTEs for several programs aimed at modernizing the State's civil service system. These initiatives include expanding continuous recruitment to more titles, increasing accessibility to tests, creating avenues to engage with future State employees through direct contact and social media, and analyzing and improving the equity of the State's current pay structure. The Executive Budget recommends a workforce of 465 FTEs, which represents workforce increases of 108 FTEs from FY 2023 associated with the new civil service initiatives.

### **Program Highlights**

#### ***Executive Direction***

The agency leadership provides operational management of the agency and strategic direction for the State as it relates to workforce management. With its agency partners, the Department is actively supporting civil service reform initiatives such as: title consolidation/skill development; knowledge transfer/succession planning; employee recognition; and exam system modernization. In addition, as the administrator of one of the nation's largest employer-sponsored health plans, the Department strives to provide comprehensive and affordable health insurance coverage for its participants, while protecting the State's taxpayers through cost-effective management.

#### ***Classification and Compensation***

The Classification and Compensation Division is responsible for establishing and maintaining a sound title and position classification system for State government that ensures equitable pay that is adaptable to market conditions. The Department recently launched a new initiative, C&C Direct, to allow for a better alignment between Civil Service and agency managers in developing classification and compensation solutions.

#### ***Staffing Services Division***

The Staffing Services Division is responsible for assisting State agencies with staffing the State workforce, which includes providing merit system guidance; planning, developing and implementing examinations; recruiting and placing personnel; and establishing, maintaining and certifying eligible lists. The Department is currently working on updating strategies to improve communications with agencies and candidates, as well as simplifying the examination process.

#### ***Testing Services Division***

The Testing Services Division is responsible for the development, scoring, and validation of State and local examinations as well as the administration of State examinations. The Department is focused on modernizing its approach to test delivery, enabling greater use of computerized testing and increasing efficiencies in the examination process. The exam system modernization initiative includes many projects and program enhancements including increased use of core competency testing to reduce reliance on customized examinations; weekday testing; and enhanced electronic communication.

**Employee Health Service**

The Employee Health Services Division provides medical examination services to determine the ability of pre-employment candidates and agency employees to safely perform the essential duties of a State job title and occupational health screenings to assist agencies in maintaining the health and safety of their employees throughout the State. The Department has implemented Lean principles to address increasing workload volumes and recently completed a project to assess procedures involving workflow in one of its medical clinics.

**Employee Benefits Division**

The Employee Benefits Division administers the New York State Health Insurance Program (NYSHIP), which covers 1.2 million State and local government employees, retirees, and their families. In addition, the Division also manages several other benefit programs, including worker’s compensation, dental insurance, vision care benefits, short-term and long-term disability insurance, and life insurance. Since 2013, the Department has worked with the Department of Health to align the health care purchasing strategies of the New York State Medicaid Program and NYSHIP, which focus on the expansion of medical homes and performance-based provider contracting. These efforts align with the Department’s goal of improving care and health, while lowering costs.

**Commission Operations and Municipal Assistance**

The Commission Operations Division provides support services to the State Civil Service Commission. The Municipal Assistance Services Program provides oversight, advice, and examination assistance to 95 local civil service agencies as required by Civil Service Law.

**Office of Diversity and Inclusion Management**

The Office of Diversity and Inclusion Management is responsible for supporting all State agencies in developing a Statewide Diversity and Inclusion Strategic Plan, as well as a Framework and Implementation Plan to increase diversity in the workforce, and cultivate and promote an environment of workplace inclusion, pursuant to Executive Order No. 187. The Office assists State agencies with incorporating equal employment opportunity principles into their operational policies and practices, including the vital programs and services delivered to State employees and the public.

**ALL FUNDS  
APPROPRIATIONS  
(dollars)**

<b>Category</b>	<b>Available FY 2023</b>	<b>Appropriations Recommended FY 2024</b>	<b>Change From FY 2023</b>	<b>Reappropriations Recommended FY 2024</b>
State Operations	68,907,374	82,797,000	13,889,626	0
Aid To Localities	2,000,000	2,000,000	0	6,344,000
<b>Total</b>	<b>70,907,374</b>	<b>84,797,000</b>	<b>13,889,626</b>	<b>6,344,000</b>

NYS DOB | FY2024 Executive Budget | Agency Appropriations  
**ALL FUND TYPES**  
**PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM**  
**FILLED ANNUAL SALARIED POSITIONS**

Program	FY 2023 Estimated FTEs 03/31/23	FY 2024 Estimated FTEs 03/31/24	FTE Change
Administration and Information Management			
General Fund	37	47	10
Internal Service Funds	5	14	9
Commission Operations and Municipal Assistance			
General Fund	12	12	0
Personnel Benefit Services			
General Fund	14	14	0
Internal Service Funds	100	100	0
Personnel Management Services			
General Fund	170	259	89
Special Revenue Funds - Other	2	2	0
Internal Service Funds	17	17	0
<b>Total</b>	<b>357</b>	<b>465</b>	<b>108</b>

**STATE OPERATIONS**  
**ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE**  
**APPROPRIATIONS**  
**(dollars)**

Fund Type	Available FY 2023	Recommended FY 2024	Change
General Fund	26,124,847	40,094,000	13,969,153
Internal Service Funds	41,596,794	41,512,000	(84,794)
Special Revenue Funds - Other	1,185,733	1,191,000	5,267
<b>Total</b>	<b>68,907,374</b>	<b>82,797,000</b>	<b>13,889,626</b>
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(1,927,374)		
<b>Appropriated FY 2023</b>	<b>66,980,000</b>		

NYS DOB | FY2024 Executive Budget | Agency Appropriations  
**STATE OPERATIONS**  
**ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM**  
**APPROPRIATIONS**  
(dollars)

Program	Available FY 2023	Recommended FY 2024	Change
Administration and Information Management			
General Fund	8,486,847	10,433,000	1,946,153
Internal Service Funds	3,355,000	3,355,000	0
Commission Operations and Municipal Assistance			
General Fund	744,000	744,000	0
Office of Diversity and Inclusion Management			
General Fund	1,557,000	3,555,000	1,998,000
Personnel Benefit Services			
General Fund	1,712,000	1,712,000	0
Internal Service Funds	25,350,570	25,307,000	(43,570)
Special Revenue Funds - Other	300,000	300,000	0
Personnel Management Services			
General Fund	11,400,000	21,425,000	10,025,000
Internal Service Funds	12,891,224	12,850,000	(41,224)
Special Revenue Funds - Other	885,733	891,000	5,267
Test Evaluation and Validation			
General Fund	2,225,000	2,225,000	0
<b>Total</b>	<b>68,907,374</b>	<b>82,797,000</b>	<b>13,889,626</b>

**STATE OPERATIONS - GENERAL FUND**  
**SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES**  
**FY 2024 RECOMMENDED**  
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration and Information Management	8,360,000	(126,847)	8,348,000	(126,847)
Commission Operations and Municipal Assistance	744,000	0	743,000	0
Office of Diversity and Inclusion Management	2,399,000	842,000	2,399,000	842,000
Personnel Benefit Services	1,712,000	0	1,582,000	0
Personnel Management Services	18,013,000	6,613,000	17,307,000	6,613,000
Test Evaluation and Validation	1,870,000	0	1,870,000	0
<b>Total</b>	<b>33,098,000</b>	<b>7,328,153</b>	<b>32,249,000</b>	<b>7,328,153</b>

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Administration and Information Management	0	0	12,000	0
Commission Operations and Municipal Assistance	0	0	1,000	0
Personnel Benefit Services	119,000	0	11,000	0
Personnel Management Services	696,000	0	10,000	0
<b>Total</b>	<b>815,000</b>	<b>0</b>	<b>34,000</b>	<b>0</b>

**STATE OPERATIONS - GENERAL FUND  
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED  
APPROPRIATIONS AND CHANGES  
FY 2024 RECOMMENDED  
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration and Information Management	2,073,000	2,073,000	73,000	73,000
Office of Diversity and Inclusion Management	1,156,000	1,156,000	145,000	145,000
Personnel Management Services	3,412,000	3,412,000	662,000	662,000
Test Evaluation and Validation	355,000	0	25,000	0
<b>Total</b>	<b>6,996,000</b>	<b>6,641,000</b>	<b>905,000</b>	<b>880,000</b>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration and Information Management	0	0	2,000,000	2,000,000
Office of Diversity and Inclusion Management	545,000	545,000	0	0
Personnel Management Services	0	0	2,750,000	2,750,000
Test Evaluation and Validation	0	0	330,000	0
<b>Total</b>	<b>545,000</b>	<b>545,000</b>	<b>5,080,000</b>	<b>4,750,000</b>

Program	Equipment	
	Amount	Change
Office of Diversity and Inclusion Management	466,000	466,000
<b>Total</b>	<b>466,000</b>	<b>466,000</b>

**STATE OPERATIONS - OTHER THAN GENERAL FUND  
SUMMARY OF APPROPRIATIONS AND CHANGES  
FY 2024 RECOMMENDED  
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information Management	3,355,000	0	1,888,000	0
Personnel Benefit Services	25,607,000	(43,570)	10,209,000	(34,658)
Personnel Management Services	13,741,000	(35,957)	5,153,000	(22,738)
<b>Total</b>	<b>42,703,000</b>	<b>(79,527)</b>	<b>17,250,000</b>	<b>(57,396)</b>

Program	Nonpersonal Service	
	Amount	Change
Administration and Information Management	1,467,000	0
Personnel Benefit Services	15,398,000	(8,912)
Personnel Management Services	8,588,000	(13,219)
<b>Total</b>	<b>25,453,000</b>	<b>(22,131)</b>

**AID TO LOCALITIES  
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE  
APPROPRIATIONS  
(dollars)**

Fund Type	Available FY 2023	Recommended FY 2024	Change
General Fund	2,000,000	2,000,000	0
<b>Total</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>

**AID TO LOCALITIES  
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM  
APPROPRIATIONS  
(dollars)**

Program	Available FY 2023	Recommended FY 2024	Change
Administration and Information Management			
General Fund	2,000,000	2,000,000	0
<b>Total</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>

